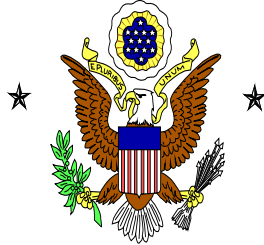


UNITED STATES DISTRICT COURT DISTRICT OF NEW JERSEY



Quick Guide to CM/ECF PAGE LIMITATIONS

The ECF system will not accept PDF documents larger than 2MB. Documents larger than 2MB will need to be divided into multiple smaller documents that are no more than 2MB. Some guidelines are:

1. Documents created with a word processing program such as Word Perfect or Microsoft Word and correctly converted or published to PDF will generally be smaller than a scanned document. To create a compact PDF file, use the following setting in your word processing software:

A. The output should be in **Grayscale**. Color will make the document much larger.

B. Use **Basic Font Sets** and **Not Embedded Fonts**

An 80 to 100 page document published in this fashion will most likely equal 2MB.

2. Documents scanned to PDF are generally much larger than those created using a word processor. If graphs or color photos are included, one page may exceed the 2MB size limit.

A. Your scanner output should be set **Not to Exceed 200 DPI Resolution**.

B. Color scanning should not be included at all. Again, use **Grayscale**.

A 50 page document scanned to PDF will most likely equal 2MB.

3. To verify that the size of a document meets the 2MB limit, right click on the pdf document and select **Properties**. This will open a window that provides file size information. If the file size is less than 2MB, then it can be filed electronically or copied to a disk or CD. If it is more than 2MB, then it will need to be divided into two or more files, with each file being 2MB or less. As a rule of thumb, **1024KB equals 1MB**.